

To be completed by student

Full name: _____

Email address: _____

MICA ID: _____

Major: _____

By signing below, I acknowledge that I have read and understood the information on the back of this form pertaining to the option I checked.

Signature: _____

Date: _____

Please select only one option. If necessary, submit a separate form for each change:

Reduce course load

No. of credits needed
to graduate: _____

Graduation
semester: _____

Extend program

Original graduation
semester: _____

New graduation
semester: _____

Leave of Absence (LOA)

LOA start date: _____

To be completed by Academic Advisor

Advisor name: _____

Email address: _____

Please check
the reason for
the Program
Adjustment:

Medical reasons that
necessitate an extension

Academic circumstances
that necessitate an extension

To complete fewer
than 12 credits in the
current semester

To complete all of the
requirements for their degree
program prior to their original
end date

By signing below, I acknowledge that I have read and understood the information on the back of this form pertaining to the option I checked.

Signature: _____

Date/ semester & year: _____

Note: This form is for internal MICA use only to confirm the student's progress in meeting degree completion requirements. Your signature does not mean the student is assured of graduation. It simply indicates that is everything proceeds normally, the student should be able to complete their studies by the date indicated.

To be completed by International Education

Date updated in SEVIS: _____

Approved by: _____

Reduced Course Load

F-1 international students are required by U.S. law to pursue a full course of study each fall and spring semester. A full course of study is defined as 12 credits. During your final semester you may qualify for a reduced course load if you require fewer than 12 credits to complete your degree requirements.

Requirements:

- **Still be enrolled full-time and maintaining F-1 status**
- **Have your academic advisor complete this form to certify this is your last semester.**
- **Submit this form to the Office of International Education before taking any action to reduce your course load.**

Note: Reduced course load authorization is granted for one semester at a time and only in specific circumstances. If you do not fulfill your degree requirements this semester (i.e. if you fail a class) you may not be eligible to reduce your course load again.

Extend Program

The program end date on your I-20 is an estimate. If you will not complete your program objective by that date, F-1 students must contact the Office of International Education before your I-20 expires by requesting a program extension.

Requirements:

- **Your Program End Date has not passed (Located in the “Program of Study” section of your I-20)**
- **You have continually maintained lawful F-1 status**
- **The delay in completion of your program of study was caused by compelling academic or medical reasons**
- **Proof for Valid Extension:**
Financial: Submit notarized bank statements certifying that sufficient funds are available to support your study. If the bank account is in a name different than yours, the owner of the account must submit a letter of support pledging financial support to you.

Amount needed (2020-2021):

Part time: See student accounts for the cost per credit hour

One Semester: \$36,200 (UGRD), \$38,106 (GRAD)

One Year: \$72,400 (UGRD), \$76,713 (GRAD)

Medical: Submit written proof from a doctor or medical institution that shows you need to extend your degree program because of a medical reason.

Failure to apply in a timely manner for a program extension is considered a violation of status and will disqualify you from benefits such as employment eligibility. Delays in completing your program caused by academic probation or suspension are **not acceptable** reasons for program extension approval.

Leave of Absence (LOA)

Please visit International Education's Leave of Absence page for the complete process to begin and end a LOA.

If you will spend your LOA outside the United States, plan to depart the U.S. as soon as your LOA takes effect. If you plan to be inside the United States during your LOA, you will be required by U.S. law to change your immigration status to a status other than F-1. You may do so by filing a Form I-539 with the Dept. of Homeland Security, but you must keep your visa F-1 status current while you wait for the Change of Status.

Returning to MICA After your LOA:

1. **Re-admittance to MICA:** Confirm your re-admittance with MICA's Enrollment Services enrollmentservices@mica.edu
2. **New I-20:** After being readmitted, all students returning from a leave of absence will need to apply to receive a new I-20. This application includes the submission of financial documents that prove that you can cover MICA tuition and cost-of-living. Documents can be sent to internationaleducation@mica.edu